

<p style="text-align: center;"><b>Cedar Rapids Community Schools</b> <b>Teacher Evaluations for 2004-05</b></p>
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Broken into four categories by Types of Teachers

1. **Teachers who are in their first year of teaching in 2004-05** These teachers:
  - a. Will be evaluated using the Iowa Teaching Standards and Criteria as the basis.
  - b. Will have a state-sponsored mentor to help with their induction into the profession. (Mentor training and required mentor/mentee activities are scheduled through Tammy Wawro, the district Mentor Facilitator, who works out of the Human Resources Office at the ESC.) Mentors will be assisting these teachers in meeting the Iowa Teaching Standards and Criteria by helping them create a portfolio/ePortfolio and other evidentiary data.
  - c. Must meet with his/her evaluator at least once during each twelve-week period. Use the Conference Record - probationary teachers form for this purpose. The teacher's achievement as it relates to the Iowa Teaching Standards and Criteria should be emphasized.
  - d. At the end of the 2004-05 school year will receive a summative evaluation using the district's form (Summative Evaluation - probationary employees). A conference will be held to review and sign the Summative Evaluation for probationary teachers. This conference MUST be held prior to the last ten (10) days of the school year.
  - e. Evaluators will be asked to verify that they meet ALL of the Iowa Teaching Standards and all of the criteria at the end of their *second* year in the profession.

**FORMS:** Conference Record - probationary teachers, Summative Evaluation - probationary teachers

2. **Teachers who are in their SECOND year in the profession in 2004-05 (they either had their first year in the profession with the CRCSD or had their first year in the profession in another school district and are now teaching in the CRCSD)** These teachers:
  - a. Will be evaluated using the Iowa Teaching Standards and Criteria as the basis.
  - b. Will have a state-sponsored mentor to help with their induction into the profession. (Mentor training and required mentor/mentee activities are scheduled through Tammy Wawro, the district Mentor Facilitator, who works out of the Human Resources Office at the ESC.) Mentors will be assisting these teachers in meeting the Iowa Teaching Standards and Criteria by helping them create a portfolio/ePortfolio and other evidentiary data.
  - c. Must meet with his/her evaluator at least once during each twelve-week period. Use the Conference Record - probationary teachers form for this purpose. The teacher's achievement as it relates to the Iowa Teaching Standards and Criteria **MUST** be emphasized.
  - d. Must be observed at least once during the 2004-05 school year. There is not a district format for the documentation of the observation. It is suggested that an observation be at least 30 minutes in length. Administrators should note the circumstances of the observation.
  - e. At the end of the 2004-05 school year will receive a summative evaluation using the state-mandated form (State Summative Evaluation for Second Year Teachers). A conference will be held to review and sign the summative evaluation. This conference MUST be held prior to the last ten (10) days of the school year. As part of this summative evaluation, the evaluator will be asked to verify that the teacher meets ALL of the Iowa Teaching Standards and all of the criteria. If he/she does not, he/she will NOT be allowed to receive a regular teaching license. He/she will either be allowed a third year to meet this threshold OR be removed from the teaching profession (with an appeal process associated with the latter.) *Contact Ann Feldmann by December of 2004 if you feel a teacher is in danger of not meeting ALL EIGHT Iowa Teaching Standards so that mandated remediation can be implemented prior to the final evaluative decision in the spring.*

**FORMS:** Conference Record - probationary teachers, State Summative Evaluation for Second Year Teachers

3. **Teachers who are in their third year in the teaching profession OR teachers who have at least three years experience in a public school in Iowa and are new to Cedar Rapids Community Schools in 2004-05:**

- a. These teachers DO NOT receive a state-sponsored mentor. However, they will be evaluated using the Iowa Teaching Standards and Criteria as the basis.
- b. These teachers will be evaluated using the district's current evaluation procedures and forms for "Probationary Employees."
- c. Must meet with his/her evaluator at least once during each twelve-week period. Use the Conference Record - probationary teachers form for this purpose. The teacher's achievement as it relates to the Iowa Teaching Standards and Criteria should be emphasized.
- d. At the end of the 2004-05 school year will receive a summative evaluation using the district's form (Summative Evaluation - probationary employees). A conference will be held to review and sign the Summative Evaluation for probationary teachers. This conference **MUST** be held prior to the last ten (10) days of the school year.

**FORMS:** Conference Record - probationary teachers, Summative Evaluation - probationary employees

4. **Teachers who are veterans in the Cedar Rapids Community Schools (non-probationary teachers):**

- a. These teachers are evaluated on a once-every-three-years basis.
- b. Evaluators must meet with his/her evaluatee at least once during the year.
- c. Procedures to be followed include developing an Instructional Enhancement Plan (pages 1 and 2) with the accompanying forms.

**FORMS:** Instructional Enhancement Plan (pages 1 and 2)